

Spec. Code: 4299  
Occ. Area: 02  
Work Area: 212  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 9/10/54

## **TELEVISION WRITER-PRODUCER**

### Function of Job

Under administrative supervision from a designated administrator, to be responsible for writing or producing educational television program.

### Characteristic Duties and Responsibilities

1. Write suitable educational television scripts
2. Produce television programs in all stages until product is ready for telecasting
3. Select and edit as required
4. Make recommendations to the producer regarding programs and make suggestions for their improvement
5. Supervise clerical and other assigned employees
6. Perform related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Bachelor's degree
2. Two years of experience in television or in related arts

#### **PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. Administrative ability

Television Writer-Producer .....REVISED
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